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12 February 1985

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MEMORANDUM FOR: Deputy Director for Administration

VIA: Associate Deputy Director for Administration

FROM:
Chief, Career Management Staff, DDASUBJECT: Status Report on Administration Career
Trainee Program (ACT)

1. The ACT Program was established on 19 January 1984 in order to implement the use of Career Trainees in the Administration Directorate (Tab A). This memorandum is a status report of the first year of the Program.

2. Our initial goal was 25 ACT participants a year. During the first year we were slightly under our goal with 21 Career Trainees (9 males and 12 females). They represented five of the ten DDA subgroups as follows:

	<u>MG</u>		<u>OP</u>		<u>OL</u>		<u>OF</u>		<u>OC</u>		<u>Total</u>		
	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>T</u>
April 84	4	2	1								5	2	7
July 84		1				2						3	3
Oct 84	1	1		1	1			1			2	3	5
Jan 85	1	1	1	1		1				1	2	4	6
Sub-Total	6	5	2	2	1	3	0	1	0	1	9	12	
Totals	11		4		4		1		1				21

3. This Program has appeared to be most attractive thus far to the MG, OP, and OL Subgroups. The Office of Finance has one participant in the Program but she will be married and leave the Agency in the near future. They have one internal candidate that looks good and an external candidate who has a medical hold. Communications has one internal participant in the Program but she is considering transferring to a different career field. Security had one internal candidate they wanted to sponsor but he failed to meet CT standards. assures me that they are interested in the Program and that they will continue to give it attention in the coming year. Training could only identify one qualified internal candidate and he opted for DDO. They have

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seen 10-15 applicant files and have one person in process. The Office of Data Processing has had only two applicants they have been interested in for ACT and neither qualified on the

25X1 [] test. They are finding it very difficult to recruit candidates who meet CT standards and also have the necessary technical capabilities. It is likely that OIS and OMS will only be able to participate in the Program on a limited basis because of the nature of their work and the relatively small size of these Offices.

4. As of 8 January 1985 there were 30 Career Trainee applicants in various stages of pre-processing for DDA components as follows:

OP	14
MG	6
DDA (unspecified)	5
OF	2
OL	1
OC	1
OS	1
	<u>30</u>

5. Plans are nearing completion for the final DDA Course which will be offered to ACT participants for the four week period 25 March - 19 April 1985. A second running of the course is scheduled for 14 October - 8 November 1985. Our DDA Course Administrator, [], indicates there is considerable enthusiasm among the DDA officers working on the Office presentations. Emphasis is being placed on a variety of group exercises to involve the students in activities that are representative of DDA program responsibilities. Initial thoughts include spending a day with Security Investigations in a field office setting, arranging a medical emergency evacuation from a field station []

25X1 Attached (Tab B) is a copy of the current plan for the DDA Course. We will try to arrange for [] to give you a short briefing on course objectives and content in early March.

6. A new initiative was proposed for the FY86 Program roll to provide [] positions and \$50,000 in EOD travel funds for the ACT Program (Tab C). This request did not survive through the budget cycle and there is no provision at this time for additional positions. While there are sufficient positions and ceiling available in the Offices to take care of the personnel needs of ACT in the short range, the Program will not be able to expand or endure without some attention to the significant staffing problem represented by a one-year training program. As Offices are faced with critical program responsibilities and reduced resources, they will be less inclined to provide participants and positions for ACT.

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25X1 7. The DDI approached the position problem by allocating a portion of the FY85 increases to be used only for CT's. When they advised the Offices of their increases, they specified approximately positions to be set aside for this purpose. In the DDS&T, they retained a portion of their FY85 ceiling increase in the O/DDS&T. They will assign their CT's to the development complement of the O/DDS&T in the same manner as we do now for the MG participants in ACT. Since most ceiling increases result in the hiring of additional trainees to fill in from the bottom, it makes sense to set aside a portion of such increases for career trainees. In the beginning, I would favor holding such ceiling in the O/DDA and permitting Offices to slot their ACT participants against these positions during the year of training. If we are able to make the Program flourish, positions could be transferred to the Offices. I would recommend that at least a small portion of FY86 ceiling increases be earmarked for use in this manner for the ACT Program.

25X1 8. In summary, I would rate the first year of the ACT Program a success. There were 21 participants against a goal of 25, five of our Subgroups were represented, interest in career trainees is high, and the DDA Course appears to have considerable potential. I plan to provide copies of this report to the Office Heads and will be happy to include any comments you may have.



Attachments:
As Stated

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